



**LOWELL PUBLIC SCHOOLS**  
Henry J. Mroz Central Administration Offices  
155 Merrimack Street  
Lowell, MA 01852

Joel D. Boyd, Ed.D.  
Superintendent

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To: Dr. Joel Boyd, Superintendent of Schools  
From: Dr. James Hall, Chief Operating Officer  
Date: February 10, 2022  
Re: ESSER positions- Social Workers and Adjustment Counselors

On February 2, 2022, the School Committee approved the following motion:

The budget book originally had 50 Social Workers approved. With the recent approval of 29 additional Social Workers, there are now 79 Social Worker positions. The School Committee, last month, approved filling positions with Adjustment Counselors, if sufficient Social Workers were not available for hire.

We have 51 full-time Social Workers on the payroll, with 4 additional people being paid per diem. Thus, 55 out of 79 Social Worker slots are filled by Social Workers.

We have 4 adjustment counselors hired, so there are 20 open positions available for social workers and adjustment counselors. As requested, I have attached the two job descriptions and a ledger of filled and vacant positions.



# SOCIAL WORKER (INTERIM UNTIL END OF SY- GRANT FUNDED)

Lowell Public Schools

Lowell, Massachusetts

## Job Details

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**Job ID:** 3778081

**Application Deadline:** Posted until Filled

**Posted :** February 10, 2022

**Starting Date:** Immediately

## Job Description

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### PROFESSIONAL RESPONSIBILITIES:

- 1.To perform casework service with individual students to correct those personal, social, or emotional maladjustment's to their education and social progress.
- 2.To complete home assessments as needed for Special Education Team Evaluations or Central Intake Team Evaluators.
- 3.To perform group therapy on a selective basis for students needing this format.
- 4.To perform casework service with parents as an integral part of the task of helping students: to increase the parents understanding, their constructive participation in resolving their child's problems, and their knowledge and use of appropriate resources available.
- 5.To consult and collaborate with other school personnel in gathering and giving information of a case, and in establishing and planning for respective roles in the modification of the student's behavior.
- 6.To supervise the referral of students to various out-of-school agencies as necessary.
- 7.To maintain case records and files.
- 8.To perform such other tasks and assume such other responsibilities as assigned by the Director of Special Education, Building Principal and/or Coordinator.

**Position Type:** Full-time

**Positions Available:** 20

- Job Category : Student Services > Social Worker

## Equal Opportunity Employer

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Lowell Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

## Job Requirements

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- REQUIREMENTS:

1. A Master's of Social Work Degree from an accredited college or university (MSW).
2. DESE certification as Social Worker
3. LICSW or LCSW credentials

SALARY: As per LSAA contract

TERMS OF EMPLOYMENT: As per LSAA contract

- Master degree preferred
- Citizenship, residency or work visa required

## Contact Information

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**Apply for this job online at <http://www.schoolspring.com/job?3778081>**





# GUIDANCE/ADJUSTMENT COUNSELOR (INTERIM UNTIL END OF SY-GRANT FUNDED)

Lowell Public Schools  
Lowell, Massachusetts

## Job Details

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**Job ID:** 3778473

**Application Deadline:** Posted until Filled

**Posted :** February 11, 2022

**Starting Date:** Immediately

## Job Description

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### Overview:

Goals of the Guidance and Counseling Department in the Lowell Public Schools

To encourage an atmosphere for free communication with all students.

To develop good rapport with faculty and staff through mutual understanding of common problems.

To encourage the growth of student responsibility for the fulfillment of educational, vocational, and social needs.

To respect the confidentiality and professionalism regarding student cumulative records and grade reports.

To cooperate with teachers in the facilitation of student – parent conferences.

To provide appropriate assistance to students seeking further education and to students who plan to enter the world of work.

To provide group guidance and group counseling as needed, or in so far as the school situation warrants.

To make available a sufficient supply of vocational and educational materials for information purposes.

To provide a testing program which will assist the student in identifying options which then coupled with the students' growing self-knowledge will lead to realistic decision making.

To develop a position counselor image among students and school personnel.

### Guidance Services

Guidance and counseling programs function to assist all pupils in (1) assessing and understanding their abilities, aptitudes, interests, and educational needs. (2) Increasing their understanding of educational and occupational opportunities and requirements, (3) Helping them make the best use of these opportunities through the formulation and achievement of realistic goals, (4) Helping pupils maintain normal personal social adjustments, and (5) Providing information useful to school staff members, parents and community in planning and evaluating the school's total program.

Teachers and parents, as well as guidance personnel, should participate in the organized Guidance Program. Coordination with other Pupil Personnel Services and appropriate community organizations is important. Counselors and Guidance Instructors function in such essential activities of the Guidance program:

1. Collecting, organizing and interpreting information appropriate to an understanding of the pupil's abilities, aptitudes, interests and other personal characteristics related to educational, occupational planning and progress and normal personal social adjustments.
2. Making available to pupils, parents and teachers information useful to them in understanding educational and occupations opportunities and requirements and personal and social relationships related to the choice of, and progress and educational program or

an occupational field.

#### Tutoring Policy

Occasionally a student will be in need of tutoring in order to keep up with his classes. Tutoring can be made available for students who are for prolonged periods, that is, longer than two weeks. These students would be unable to attend school because of illness, injury or a handicap.

The School Department provides this service realizing full well how important and regular school attendance is to succeed in school. Since tutoring can never be equated to the total experience of regular school attendance, parents are urged to see that their children come to school regularly.

Parents should phone Guidance Department whenever a health problem creates a need for tutoring.

In more specific terms, in order to better fulfill the philosophy, goals and objectives previously stated, guidance counselors and responsible for:

1. Registration of students: making sure that the students have all the necessary documents (educational and health) for entering school.
2. Gathering all necessary records for determining the appropriate grade placement of students.
3. Determining the selection of courses for students.
4. Effecting the students' course scheduling process.
5. Monitoring the students' records to assure compliance with promotion and graduation requirements.
6. The inter-facing between Lowell High School and the sending eighth grade schools to effect a smooth transition of students from eighth grade to Lowell High School.
7. Remedying student schedules when necessary.
8. Collecting and providing all necessary information and appropriately responding to all inquires regarding student placement and scheduling to: Parents, Administrators, Teachers, Students, and the School's Data Processing Department.
9. Keeping permanent records of students up-to-date.
10. Meeting each student on an individual basis at least once a year, regarding academic, personal and/or social issues pertinent to the student in question.
11. Participating in on-going conferences with parents relative to student progress in academic and personal areas.
12. Maintaining contact with court officials, mental health and social service agencies.
13. Contacting any specialist within the Lowell School Department as needed to provide supplementary services for students.
14. Attending support team meetings and provide information as needed.
15. Attending Special Education Team meetings and provide information as needed.
16. Conferring with health services (e.g. nurse) to inform teachers and others relative to any physical or educational disabilities or problems of students.
17. Initiating and documenting referrals to outside agencies when students' needs exceed the capability of available school-based results.
18. Administration of tests mandated by the State or the School Department. Counselor is available for interpretation of test results.
19. Preparing transfer forms for students leaving the school or system.
20. Arranging meeting between parents and teachers.
21. Preparing and sending out special progress reports regarding student's academic or social progress to parents and/or social agencies upon authorized request.
22. Assisting eighth grade students and parents regarding admission process at Greater Lowell Regional Vocational Technical School and Lowell School.
23. Assisting students in preparation of requests for all records of students transferring outside the school district. Records include transfer card, health record, and other pertinent information.
24. Planning and advisor/advisee system for the school and assisting the administration in its implementation, coordination and evaluation.

#### If assigned to Lowell High School

1. Assisting students in assisting and preparing selection charts for each student attending Lowell High School.
2. Preparation for Registration forms as needed (e.g. SSAT, PSAT, SAT, etc.)
3. Reviewing and verifying schedules and credit updates for graduation.
4. Maintaining and updating records for grades, 9, 10 and 11



5. Preparing and reviewing Financial Aid Forms.
6. Administering Advance Placement tests.
7. Preparing letter of recommendations for colleges and private schools.
8. Notifying students of local scholarships and financial aid available.
9. Assisting students in the use of career education programs and materials.
10. Planning and advisor/advisee system for the school and assisting the administration in its implementation, coordination and evaluation.
11. Carrying out other duties as assigned by the Superintendent or designee.

Qualification:

REPORTS TO: Principal

SALARY: As per LSAA contract

EFFECTIVE DATE OF EMPLOYMENT: School Year 2021-2022

**Position Type:** Full-time

**Positions Available:** 20

- Job Category : Student Services > Adjustment Counselor

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## Job Requirements

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- REQUIREMENTS:
  - A Master's Degree from an accredited college or university preferred.
  - DESE Certification as a Guidance/Adjustment counselor.
- Master degree preferred
- Citizenship, residency or work visa required

## Contact Information

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